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TITLE: EMPLOYEE ASSISTANCE PROGRAM POLICY	X PERSONNEL X ADMINISTRATIVE	RESOLUTION NO: 90-1306
EFFECTIVE DATE: OCTOBER 25, 1990	TYPE: X POLICY PROCEDURE	SUPERSEDES: POLICY # PROCEDURE #

AFSCME, MEBA and the Lucas County Commissioners ("the parties") recognize that an effective Employee Assistance Program (EAP) can positively impact an employee's health & safety, work performance, and overall quality of life. The EAP is VOLUNTARY and CONFIDENTIAL, available to employees and their family members.

The parties recognize that almost any human issue can be successfully addressed once it is identified and referred to an appropriate area of assistance. This applies to physical or mental/emotional illness; financial concerns; marital or family issues; stress; alcoholism; drug abuse; legal difficulties, or any other problematic human concerns.

The parties understand that any of these issues, by their very nature, can adversely impact an individual's health, work performance, and the safety of co-workers and the public. While employees may be able to independently resolve their personal concerns before work performance is affected, the parties jointly believe that it is in the best interests of the employees and their families, the employer, union and the public, to provide a service which can assist the employee in coping with these challenges; therefore, it is the joint policy of the parties to assure that:

1. Any employee who has a personal problem, whether or not they feel it affects their work performance, will be encouraged to VOLUNTARILY seek information and assistance on a CONFIDENTIAL basis by contacting an Employee Assistance Coordinator (EAC).

2. The employee will receive careful and timely consideration from the EAC, who will offer assistance in a confidential manner. The EAC is a trained fellow employee jointly designated by the parties to provide information and referral to the appropriate community resource. The EACs are bound by Federal Confidentiality

Law.

3. No individual records will be kept, and all discussions will be strictly confidential and not made a part of the employee's personnel file.

4. Participation in the program is voluntary. The decision to accept the recommendations of the EAC and/or community resource is at the individual's discretion.

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5. Since it is recognized that problems at home can adversely affect an employee's ability to concentrate or function on the job, the EAP will also be available to assist employees' family members and eligible defendants.

6. The goal of the EAP is to address personal problems before work performance or behavior is affected; however, when a job performance problem does exist, employees will be encouraged by their supervisor and/or steward to utilize the EAP. Nothing in this policy or applicable program may be construed as exempting employees from disciplinary action when work rules are violated or job performance does not meet acceptable levels.

7. The EAP does not in any way change the collective bargaining agreements between the Lucas County Commissioners and the Union.

Note: According to federal law, instances of harm to self, potential harm to others, and/or child abuse must be reported to the appropriate authorities.

APPROVED BY:

DATE: